



CHILD NUTRITION SERVICES

Brandon Valley School District 49-2

301 S. Splitrock Boulevard, Brandon, SD 57005-1705

(605) 582-3926

MEAL CHARGE POLICY

Adopted August 2022, Updated June 2024

I. FEDERAL REQUIREMENT

- A. Information provided here is to clearly communicate the meal charge practices in the Brandon Valley School District (BVSD) Child Nutrition Department.

II. PURPOSE OF POLICY

- A. The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the Child Nutrition Department. The goals of this policy are:
 - i. To treat all students with dignity in the serving line regarding meal accounts.
 - ii. To support positive situations with District staff, business policies, students, and parents/guardians to the maximum extent possible.
 - iii. To establish policies that are appropriate across all grade levels.
 - iv. To encourage parents/guardians to assume the responsibility of meal payments and to promote self-responsibility of the student.
 - v. To establish a consistent District policy regarding foodservice charges and collection of foodservice charges.

III. SCOPE OF RESPONSIBILITY

- A. Child Nutrition Department: Responsible for maintaining charge records and notifying the student's parent/guardian of negative balances.
- B. Parent/Guardian: Responsible for immediate payment.

IV. MEAL CHARGE STANDARD PRACTICE

- A. Families are encouraged to apply for free and reduced-price meal benefits and will be further encouraged if accounts fall negative.
- B. Families will begin receiving low balance alerts when an account reaches \$15.00 if they are activated in the family account. If a family is not receiving them, the Child Nutrition office will ensure these notifications are turned on in payor accounts when letters are sent home (see F). Accounts greater than **-\$25.00** will be checked for these notifications once per week, minimum.
- C. Families are encouraged to pre-pay for meals. Payments are accepted daily at every school (cash or check) or can be made online via a family's Family Access/Skyward Account. No payments will be accepted over the phone.
- D. Families will have access to the district's Unpaid Meal Charge Policy via the Child Nutrition website.
- E. Students will be verbally notified of negative balances daily until negative balance is paid.
- F. When a balance reaches **-\$25.00**, a letter will be sent to the account's primary payor as a final notice. If payment is not received within 7 days of this letter, students will be offered an alternative meal at lunch that meets USDA meal pattern requirements at no additional charge to the family.
- G. Emails may be sent to parents/guardians of students with negative balances.
- H. Phone calls may be made to parents/guardians of students with negative balances.
- I. Ala carte purchases will not be allowed if funds are not available in a student's account. This includes morning milk and snack (elementary), and a single milk at lunch if a student brings a meal from home. If no funds are available, the student will be offered a glass for water. Families have access to put purchasing restrictions on student accounts under the Foodservice tab in Family Access/Skyward.
- J. Any funds provided at point of sale will be used towards the unpaid meal balance. If a student provides money for ala carte purchases, the funds must cover unpaid meal debt before ala carte purchases are allowed. Cashiers will notify students of this prior to taking money.
- K. Unpaid meal charges will be carried over at the end of the school year as a delinquent debt and collection efforts may continue into the next school year.
- L. Any BVSD staff member with an account balance of **\$0.00** or more (negative), will not be permitted to purchase a meal or any ala carte items. If students are attached to a staff member's account, students will be fed a meal following standard meal charge policy guidelines.